



City of Albuquerque Information Technology Services Division Data Management

Data.cabq.gov Core Metadata Requirements

Contact Information

Who is the contact for this dataset? The contact will be the City employee who is accountable for the data provided in this dataset and can act as front-line support in the event of any questions about the data.

Name	Naydene Castaneda
Department/Division	DFAS – Accounts Payable
Phone	505-768-3229
Email	ncastaneda@cabq.gov

What Does this Dataset Describe?

What is the name of this dataset? How should a user identify this dataset in any communication with contact above? Provide a shorter description of the Dataset that can act as a one-line summary of the dataset when dealing with stakeholders. Provide a longer description of the data that can be readily understood by non-technical users.

Dataset Title	City Checkbook
Short Description	Report lists invoices paid to a vendor by pay reference and invoice number
Full Non-Technical Description	
Data is updated daily to reflect the previous days transactions, which shows the invoices paid to a vendor. Information is sorted by Payment Reference Number, Invoice Number, Invoice Date, Payment Date and Invoice Amount.	

How Should this Dataset be Cited?

How should external sources refer to this dataset in publications or documentation? Often this will simply be the URL and the date retrieved.

<http://data.cabq.gov/government/vendorcheckbook/VendorCheckBookCABQ-en-us.csv>

<http://data.cabq.gov/government/vendorcheckbook/VendorCheckBookCABQ-en-us.xml>

Does the Dataset Reflect a Particular Time Period?

Provide any date restrictions that may affect the validity of the data. The table fields are defined as follows:

<i>Field</i>	<i>Definition</i>
<i>Start Date</i>	<i>Start date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>End Date</i>	<i>End date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Dataset Refresh Interval</i>	<i>Time period between Dataset refreshes. Format: “nn [seconds/minutes/hours/days/weeks/months/years]” or the word “Static” if never refreshed.</i>
<i>Data Expiration Date</i>	<i>Date after which the data must be considered stale and no longer of sufficient utility (fit-for-purpose). Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Dataset Review Date</i>	<i>Date after which this dataset will be reviewed by the City for utility (fit-for-purpose) and usage. Format: MM/DD/YYYY HH:MM:SS.</i>
<i>Comments</i>	<i>Specific comments related to any time-specific features of this dataset.</i>

Start Date	7/1/2010
End Date	Current Date
Dataset Refresh Interval	Daily
Dataset Expiration Date	NA
Dataset Review Date	NA
Comments	

The files are in a XML and CSV format.

Dataset Definition/Format

Provide a field-by-field breakdown and definition of each record. This section acts as the formal data dictionary for an individual record.

Field Name	Format	Description
XML Format		
NAME1	xs:string length=82	Vendor Name
PAYMENT REFERENCE NUMBER	xs:string length=42	City Check number
INVOICE NUMBER	xs:string length=62	Vendor Invoice Number
INVOICE DATE	xs:dateTime	Vendor Invoice Date
PAYMENT DATE	xs:dateTime	Payment Date
INVOICE AMOUNT	xs:decimal scale=3 precision=26	Vendor Invoice amount
CSV Format		
NAME1	string	Vendor Name
PAYMENT REFERENCE NUMBER	string	City Check number
INVOICE NUMBER	string	Vendor Invoice Number
INVOICE DATE	dateTime	Vendor Invoice Date
PAYMENT DATE	dateTime	Payment Date
INVOICE AMOUNT	double	Vendor Invoice amount

Dataset Technical Description

Provide a technical description of the dataset. This should be a complete technical description aimed at developers and expert users who need to understand the scope, strengths and limitations of the dataset.

File Name	File Description
VendorCheckBookCABQ-en-us.csv	File contains the listing of payments made to vendors in CSV format.
VendorCheckBookCABQ-en-us.xml	File contains the listing of payments made to vendors in

Dataset Assumptions

What technical and business assumptions are implied in the creation of this dataset? Examples could include the way in which a salary figure was calculated or data that was omitted for a specific reason.

1. Data is updated daily to reflect the previous day's transactions.
2. Data does not include secured information (e.g. garnishments)

Who Produced the Dataset?

Which department in the City produced this dataset? Note that this might not always be the data owner. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.

The ERP Division of the Department of Financial and Administrative Services produces this dataset.

Who Owns the Data?

Where did this data originate? Who owns the data used in this dataset? Note that this might not always be the dataset producer. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.

The Accounts Payable Section, Accounting Division of the Department of Financial and Administrative Services owns this data.

Why was the Dataset Created?

All datasets should have an explicit reason for existence and should, somehow, have value to someone. What is the perceived value that this dataset will bring?

The dataset was created to allow applications to list payments made to vendors.

How was the Dataset Created?

How was this dataset produced? Was it a manual process? An automated process? What were the main IT systems involved in producing this dataset?

This dataset was created using an application called IBM Cognos using data from the PeopleSoft

ERP application. The data is updated daily.

What Similar or Related Data Should the User be Aware of?

Are there any other datasets available that may contain related or similar information? Might there be situations in which these other datasets might be a better alternative?

None.

How Reliable are the Data?

Are there any concerns about overall data reliability? Are there any data problems that the user needs to be aware of? Are there any constraints with data accuracy? What levels of confidence with this dataset could the user reasonably assume?

The data is very reliable.

This data is produced from the production data used to pay the vendors and is as accurate as the accounts payable system in ERP.

How Well Have the Observations Been Checked?

What quality assurance steps have been performed? Sometimes, a third-party verification/audit process may also be required. If so, provide the name of the third-party who performed the verification.

The data was verified by the data owners, ITSD Division, and ERP Division.

Are there Legal Restrictions on the Access or Use of the Data?

Are there any specific legal or compliance restrictions for this data? How might this affect the way in which end users might access and use this data?

Any restrictions on the information is covered at the following URL:

<http://www.cabq.gov/about/legal>

Legal Disclaimer

The City's standard copyright, disclaimers and legal statements may be found at <http://www.cabq.gov/about/legal>. The City data policy governing data.cabq.gov may be found at <http://data.cabq.gov/policy/>.